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WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.

June 30, 1943

SEP 28 1943

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 31

To: All Regional Offices

From: H. C. Albin, Chief, Special Commodities Branch

Subject: Assignment of the Special Purchase Function to the Regional Offices

Pursuant to the approval by the Director of the plans of this Branch to regionalize certain of its functions, you are hereby notified that, effective immediately, the following procedures will be in effect regarding Special Purchase Operations.

- I. Whenever, in the opinion of this office it is desirable, for reasons of location, transportation or available supply, to initiate a purchase in a particular area or areas, the regional offices concerned will be notified, by mail or telegram, of the items and quantities required to be purchased, the requisitioning agency and requisition number, and the desired delivery or assembly point. This notification will be specific authority and will indicate definite limits of action by the regional office. No purchases shall be made of commodities handled by this Branch without specific prior approval.
- II. Upon receipt of the authority to execute a Special Purchase program, the official in charge of Special Commodities operations will immediately issue a purchase announcement in accordance with standard regional procedure. If, as is frequently the case in this type of purchase, there is not sufficient time for the issuance of a formal announcement, the Special Commodities representative is authorized to issue telegraphic announcements, provided they meet the requirements of a contract as set forth in Special Commodities Branch Memorandum No. 3 and the supplements thereto.
- III. Methods of handling offers submitted pursuant to the announcements shall be established to provide that the Washington office of the Special Commodities Branch is notified concerning the quantities and specifications of each offer. One copy of each offer, whether accepted or not, and one copy of each acceptance shall be forwarded to this office.

IV. Abstracts of accepted offers shall be prepared as outlined in Special Commodities Branch Memorandum No. 7 and its supplements. The Regional office shall forward to this Branch by airmail a master ditto stencil of the abstract so that sufficient copies can be made and distributed in Washington. Regional designation must be included in the abstract serial number. For example: Abstract Number SC-1 (N.E. Region) If purchases are made in units other than pounds, it will be necessary to indicate by footnote, the net pounds per unit purchased. Prompt submission of the abstracts to this office is essential.

V. Contracts will be executed and files maintained in accordance with established regional procedure.

VI. Amendments to contracts will be prepared by the regional office, upon receipt of proper authority from the Washington office, and one copy of each amendment will be sent to this office. Abstracts of amendments will be prepared in accordance with IV above.

VII. Monthly reports shall be submitted to this Office showing the following:

1. Quantity purchased by commodity, type and package.
2. Quantity cleared (by destination).
3. Quantity in store (by location).

Copies of Special Commodities Branch memoranda Numbers 3 and 7 and their supplements are herewith attached. You are to disregard the instructions contained in these memoranda regarding the routing of copies, clearance of documents etc., which are obviously not applicable to your regional procedures. Each Region will submit a draft of the regional procedure for carrying out the operations described herein for the approval of the Washington office.

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Food Distribution Administration
Washington 25, D. C.

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U. S. DEPARTMENT OF AGRICULTURE

October 28, 1943

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 31

Revision 1

To: All Regional Offices

From: H. C. Albin, Chief, Special Commodities Branch

Subject: Special Purchases

This revision supersedes the instructions issued in Special Commodities Branch Memorandum No. 31, dated June 30, 1943.

- I. Whenever, in the opinion of this office it is desirable, for reasons of location, transportation or available supply, to initiate a purchase in a particular area or areas, the regional offices concerned will be notified, by mail or telegram, of the items and quantities required to be purchased, the requisitioning agency and requisition number, and the desired delivery or assembly point. This notification will be specific authority and will indicate definite limits of action by the regional office. No Special Purchases shall be made by any regional office without specific prior approval by this Branch.
- II. Upon receipt of the authority to execute a Special Purchase program, the official in charge of Special Commodities operations will immediately issue a purchase announcement in accordance with standard regional procedure. If, as is frequently the case in this type of purchase, there is not sufficient time for the issuance of a formal announcement, the Special Commodities representative is authorized to issue telegraphic announcements, provided they meet the requirements of a contract as set forth in Special Commodities Branch Memorandum No. 3 and the supplements thereto. It will be necessary for the regional office issuing a formal announcement to forward 15 copies (6 copies if telegraphic), without delay, to the Announcements and Contracts Section of this Branch. That Section will be responsible for forwarding the required number of copies to interested persons in the Washington office and will maintain files of the announcements.

III. Abstracts of accepted offers shall be prepared as outlined in Special Commodities Branch Memorandum No. 7 and its supplements. The regional office shall forward to this Branch by airmail a master ditto stencil of the abstract so that sufficient copies can be made and distributed in Washington. Regional designation must be included in the abstract serial number. For example: Abstract Number SC-1 (N. E. Region) if purchases are made in units other than pounds, it will be necessary to indicate by footnote, the net pounds per unit purchased. Prompt submission of the abstracts to this office is essential.

IV. Contracts will be executed and files maintained in accordance with established regional procedure.

V. Amendments to contracts will be prepared by the regional office, upon receipt of proper authority from the Washington office, and one copy of each amendment will be sent to this office. Abstracts of amendments will be prepared in accordance with III above.

VI. It should be borne in mind by the regional office making a Special Purchase, that it is extremely impractical to attempt to replace small quantities of commodities from set-aside stocks and that no commitments should be made to vendors in that regard.

Hoelzer